

# Retention and Classification Report

**Agency:** Salt Lake City School District (Utah). Office of Superintendent  
(1606)  
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**Records Officer** Britta Barney

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**AGENCY:** Salt Lake City School District (Utah). Office of Superintendent

**SERIES:** 84731

4

**TITLE:** Administrative subject files

**DATES:** i 1933-1967; 1971-

**ARRANGEMENT:** Alphabetical by subject

**ANNUAL ACCUMULATION:** 1.50 cubic feet.

**DESCRIPTION:**

These subject files are used for reference purposes. They contain decision making correspondence and record copies of reports. They also contain, brochures, graphs, directives, charts, memoranda, and flyers covering a wide range of issues of concern to the superintendent.

Subjects include the academic fitness program; affirmative action; alcohol and drugs; alternative programs; Bicentennial activities; bilingual education; block grants; minority issues; cable services; career ladder; child abuse; civil defense; computers; contests; day care centers; discipline and suspension policy; dropout studies; early retirement incentive program; energy conservation; ethics education; Family Shelter School; food services; foreign students; Gang Task Force; graduation requirements; grievance letters; health education; history of the school district; immunizations; Juvenile Court and Police Department cooperation; various clubs and organizations; legislation; Marmalade School; Medicare; nepotism; Nuclear Issues Committee; Parents' and teachers' associations; personnel; polls; prayer in school; privacy issues; redevelopment programs; report card study; salaries; shared governance research; South High Closure; teenage suicide; district's schools (divided by each school); teachers; legal opinions; and tuition tax credits; Utah Innovation Foundation; vandalism control; workshops; year-round schools; youth in custody; and zoning changes.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 07/26/2010

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year or until updated or superseded

**AGENCY:** Salt Lake City School District (Utah). Office of Superintendent

**SERIES:** 84731

**TITLE:** Administrative subject files

(continued)

and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Historical

This retention and disposition is based on both the administrative needs expressed by the office and the historical value of these records. These files document the actions of the superintendent.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City School District (Utah). Office of Superintendent

**SERIES:** 84738

4

**TITLE:** Annual budget

**DATES:** i 1970-1974; 1986-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This is a copy of the final annual budget approved by the school board for all expenditures of the school district. The budget gives a detailed description of all programs in the school district and their functions and goals. It also lists anticipated expenditures and percentage of change from the previous year's budget for each program.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

Administrative

This retention is based on the administrative needs expressed by the office. The Superintendent's copy is only a duplicate copy. The Business Services Department maintains the record copy of the annual budget.

**AGENCY:** Salt Lake City School District (Utah). Office of Superintendent

**SERIES:** 84733

4

**TITLE:** Annual reports

**DATES:** i 1911-1914; 1920-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These annual statistical reports are used as a public accounting to the taxpayers and residents of Salt Lake City and to the State Board of Education. The reports are submitted to the State Office of Education. They show the number of school buildings and classrooms used, value of the property, number of teachers employed, average salary, total number of pupils, enrollment by grade, and a detailed accounting of receipts and expenditures showing allocation of funds.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**APPRAISAL:**

Administrative Fiscal Historical

This retention is based on the administrative needs expressed by the office. These are the record copies of the annual report and the Superintendent's Office has determined a set should be maintained by the district for reference purposes. The Business

**AGENCY:** Salt Lake City School District (Utah). Office of Superintendent

**SERIES:** 84733

**TITLE:** Annual reports

(continued)

Services Department will provide copies to the State Archives.

**AGENCY:** Salt Lake City School District (Utah). Office of Superintendent

**SERIES:** 84788

4

**TITLE:** Contract agreement pamphlets

**DATES:** i 1988-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This pamphlet is published by the Salt Lake City School District. It describes in detail the contractual agreement drawn up between the district and its teachers. It is used as a public awareness tool by the school district and as a means of communicating information to the teachers in the district.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

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Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

Administrative

**AGENCY:** Salt Lake City School District (Utah). Office of Superintendent

**SERIES:** 84780

4

**TITLE:** Correspondence

**DATES:** i 1986-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These copies of correspondence received by the superintendent act as a back-up to the administrative subject files. They are arranged chronologically to be more accessible for reference purposes.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year or until superseded and then destroy.

**APPRAISAL:**

Administrative

This retention is based on the administrative needs expressed by the office.



**AGENCY:** Salt Lake City School District (Utah). Office of Superintendent

**SERIES:** 84739

4

**TITLE:** Curriculum budget worksheets

**DATES:** i 1988-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These worksheets provide a detailed description of budget expenditures for each specific program. They are used for budget accounting purposes and provide a regular update of the district's financial status to the superintendent. They include detailed analysis, charts and graphs. Programs are broken down into the following categories: compensatory education, community education, intermediate education, educational support services, elementary education, instructional library media, secondary education, pupil services, vocational education, and alternative education.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

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Paper: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

Administrative

This retention is based on the administrative needs expressed by the office.

**AGENCY:** Salt Lake City School District (Utah). Office of Superintendent

**SERIES:** 84742

4

**TITLE:** In the District newsletters

**DATES:** i 1960-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are newsletters published by the school district for its employees. The newsletters are used to make announcements and to recognize the achievements of its employees. They also contain district news and announcements of employee meetings.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Historical

This retention and disposition is based on the administrative needs expressed by the office and the historical value of these newsletters to document the activities of the district and its employees. Newsletters are a primary tool in documenting administrative actions of government.

**AGENCY:** Salt Lake City School District (Utah). Office of Superintendent

**SERIES:** 84782

4

**TITLE:** Legal files

**DATES:** i 1966-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are the superintendent's legal files. They are used to create policies, make decisions, and to document previous decisions. They include research performed by the various law firms hired by the district, legal opinions written in answer to questions from the school board or the superintendent, and policy statements from the State Board of Education. The opinions concern various issues including videotaping, school district liability for club activities, nonresident tuition fees, dental survey, and the sale of school property. The files also include information on district lawsuits (i.e., boundary disputes, Christmas programs, and the Utah Taxpayers Association). There is some duplication between these records and the files maintained by the district's business official, but most are the district's only copy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 15 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Historical Legal

This retention is based on both the legal and administrative needs expressed by the office. These files are important administratively to document the legal advice given to the district. The files also have historical value for researchers of educational policy decisions and lawsuits.

**AGENCY:** Salt Lake City School District (Utah). Office of Superintendent

**SERIES:** 84782

**TITLE:** Legal files

(continued)

**AGENCY:** Salt Lake City School District (Utah). Office of Superintendent

**SERIES:** 84736

4

**TITLE:** Newspaper clippings

**DATES:** i 1970-1972; 1987-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These are files of newspaper clippings concerning the Salt Lake City School District and education in Utah. They are clipped by the Superintendent's Office and are distributed to school and department administrators to notify them of current developments in education.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

Administrative

This retention is based on the administrative needs expressed by the office.

**AGENCY:** Salt Lake City School District (Utah). Office of Superintendent

**SERIES:** 84737

4

**TITLE:** Personnel directories

**DATES:** i 1891-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are directories of all personnel employed by the Salt Lake City School District. They include the name, home address, and (except for the first few volumes) telephone numbers of employees. The directories also include school names and addresses and employee positions.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

Paper copy: Retain in Office for 1 year or until superseded and then destroy.

**APPRAISAL:**

Administrative Historical

This retention is based on the administrative needs expressed by the district. These directories document persons employed by the district.

**AGENCY:** Salt Lake City School District (Utah). Office of Superintendent

**SERIES:** 84781

4

**TITLE:** Public information records

**DATES:** i 1983-

**ARRANGEMENT:** Alphabetical by subject

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These records, primarily publications, are used when parents and other concerned citizens visit the office requesting general information about the district. The records include charts, maps, forms, brochures and flyers. They concern various topics such as board members, building lists, calendar for school year, School Community Council, discipline policies, exchange students, goals, map of city, map of county, philosophy statement, school organizational representatives, student trips and tours.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until updated or superseded and then destroy.

**APPRAISAL:**

Administrative

This retention is based on the administrative needs expressed by the office.

**AGENCY:** Salt Lake City School District (Utah). Office of Superintendent

**SERIES:** 84787

4

**TITLE:** Textbook adoption control notebooks

**DATES:** i 1987-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These notebooks provide an organizational structure for the textbook adoption process, document textbook selection by a district textbook committee, and list which textbooks were considered and which textbooks are used in the various courses. Information provided by the notebooks includes copies of state laws and Utah Administrative Rules, information concerning the textbook adoption process, and other vital information to aid in the selection of school textbooks.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years or until updated or superseded and then destroy.

**APPRAISAL:**

Administrative

This retention is based on the administrative needs expressed by the office.



**AGENCY:** Salt Lake City School District (Utah). Office of Superintendent

**SERIES:** 84744

4

**TITLE:** Travel funding application forms

**DATES:** i 1986-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are requests by employees to receive funding for work related travel (i.e., meetings, workshops, conferences, conventions, seminars, and recruiting trips). The completed request forms include the name of the employee, school or department, assignment, purpose of the travel request, number of days, expenses, and whether approval was granted.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

Administrative

This retention is based on the administrative needs expressed by the office. These files are not used for audit purposes.